

## NURSING EMPLOYEES' ACCOMMODATION POLICY

### **I. Scope:**

In conformity with New York Labor Law 206-c, the Library provides a supportive environment where employees may express breast milk during work hours.

### **II. Requests for Accommodations**

Employees who wish to express breast milk at work, must notify Library Administration in advance — generally before returning to work, if on leave. This allows the Library time to find an appropriate location and adjust schedules if needed.

Employees should submit a written request to the Business Manager and Assistant Director by e-mail.

The Library will make every effort to respond to this request within five (5) days.

### **III. Accommodations**

Nursing employees are entitled to up to thirty (30) minutes of paid break time to express breast milk for up to three (3) years following the birth of their child.

Employees are permitted to use existing paid break time for any time needed in excess of thirty (30) minutes to express breast milk.

The number of paid breaks an employee will need to express breast milk is unique to each employee. The Library will provide reasonable break time based on individual needs.

### **IV. Lactation Room Requirements**

The Main Building has a dedicated lactation room located in the Children's Room on the lower level. However, if this room is not convenient for an employee, or if the employee works at another branch, the Library will designate a private room or other location for employees to express breast milk, which is:

- a) In close proximity to the work area;
- b) Well lit;
- c) Shielded from view of others;
- d) Has a door with a lock;
- e) Contains a chair, small table/flat surface and an electrical outlet;
- f) Is not a restroom or toilet stall.

If the lactation room is not the sole purpose of the room, then, when the room is being used for the other purpose(s), another room will be made available that meets these requirements.

If providing a room that meets the above-referenced requirements present an undue hardship (either temporarily or permanently), the Library will still provide a room or other location — other than a restroom or stall — that meets as many of these requirements as possible.

The Library is equipped with refrigerators that employees may use it to store expressed breast milk. However, the Library is not responsible for ensuring the safekeeping of expressed milk stored in the refrigerator.

#### **V. Non-Discrimination & Retaliation**

Employees who choose to express breast milk in the workplace pursuant to this Policy will not be discriminated or retaliated against in any way. The Patchogue-Medford Library will not tolerate discrimination or harassment against any employee based on the request for or usage of lactation accommodations. Any discrimination, harassment, or other violations of this policy should be reported to Library Administration.

Adopted: October 18, 2023; Revised October 16, 2024.